

MINUTES
SUMMIT HOUSING AUTHORITY
July 22, 2015

Chairperson Pamela Kuhn called the meeting to order at 7:05 pm in the Community Room of the Vito A. Gallo Building at 12 Chestnut Avenue. The following Commissioners were present: Commissioner Richard Poole, Commissioner Steven Spurr, Commissioner Dennis White and Commissioner Mary Zimmermann. Also present were Joseph M. Billy, Jr., Executive Director, Michelle Salazar, Bookkeeper, and Jackie Roundtree, Office Administrator. Commissioner Jeffrey Halverstadt and Commissioner Coalter Pollock were absent.

Mr. Billy read the Open Public Meetings Act Notice, "Adequate notice of this of this meeting has been provided by the Secretary of the Housing Authority of the City of Summit by preparing an Annual Notice dated December 10, 2014, setting forth the date, time and place of this meeting. Said notice was filed with the City Clerk of the City of Summit, forwarded to newspapers of local circulation and posted on the Authority's website.

Mr. Billy led those in attendance in a salute to the flag.

THE MINUTES OF THE February 25, 2015 MEETING: The minutes were tabled due a lack of a quorum of commissioners who attended that meeting being present tonight.

THE MINUTES OF THE June 24, 2015 MEETING: Commissioner Poole and Commissioner Zimmermann moved and seconded approval of the minutes. The roll call was unanimous in the affirmative and the minutes were approved.

CHAIRPERSON'S REPORT: No Report.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr. Billy introduced Jackie Roundtree who is the new Administrative Assistant for the Summit Housing Authority.
- Mr. Billy had a RAD kick-off conference call with HUD representatives on July 2nd. The call was mostly introductory and Mr. Billy was informed that there would be a monthly conference call going forward.
- The SHA engineer is finalizing the cost estimates for the RAD Physical Conditions Assessment. Once the report is complete, we will be meeting with our Financial & Technical Advisors to review the figures.
- Mr. Billy answered questions about the RAD program and how all of the assessments tie into the whole process. Mr. Billy wants to ensure that the commissioners are very well informed about RAD.
- Mr. Billy mentioned that he will be reach out to Council Liaison Patrick Hurley to update him on the RAD program.

- The field work for our FYE 2014 financial audit will be conducted on July 28th and 29th. The audit should be completed in time for the September board meeting.
- Mr. Billy mentioned that the judge has not yet rendered a decision in the OPRA case.
- Mr. Billy gave an update to the commissioners in regards to the city's administration; Chris Cotter retired June 30th, Beth Kinney retired June 30th, and Scott Olsen has taken a job as city treasurer in the City of Westfield.
- Mr. Billy also extended a gentle reminder that the Annual Senior BBQ would be held at 12 Chestnut on Thursday, August 13th.
- The staircase replacement is going very well at Weaver Street and the two new staircases are installed. The decking in the floor must be replaced as well and there will be a change order for the additional repairs.
- Mr. Billy noted that there is a resolution tonight to award a contract for the window replacement at Weaver Street to American Architectural Windows. These are the same contractors who did the window replacement project several years ago at 12 Chestnut.
- The court master finally approved the allocation of Rental Rehab Program funds to the SHA capital projects at Weaver Street.
- The CDBG grant from Union County is still available and we will be requesting the funds after the September 1st availability.

RESIDENT ASSOCIATION REPORTS: No Report.

COMMITTEE REPORTS:

Operations: Chairperson Kuhn delivered the report in Commissioner Halverstadt's absence. The three properties are currently fully occupied and the financials are all in a positive variance. There is a CD that just became due for renewal on July 21st.

*Commissioner Spurr asked about what repairs needed to be done at the Weaver Street Community Room. Mr. Billy advised that due to some frozen pipes bursting in the winter, the Community Room ceiling at Weaver Street suffered some damage requiring replacement of a section and some light fixtures.

Affordable Housing: Commissioner Poole noted that the Rehab program funding is moving ahead, as Mr. Billy stated. There is no new information in regards to Tiger Baron or the new proposed affordable housing units on Russell Place. He will be researching the status of those projects after the Labor Day weekend.

Personnel: Commissioner Spurr and Commissioner Zimmermann have enclosed their annual evaluation review of Mr. Billy.

Residents Committee: The Senior Art Show was very nice and ended up having a steady flow of guests.

Buildings & Grounds: Commissioner Spurr will be visiting the grounds of all the properties in the coming weeks. Any available commissioners are invited to attend.

PUBLIC COMMENT: 12 Chestnut resident Sue St. Clair offered fresh vegetables from the Senior Garden to the members, and, Carol Buchan mentioned how much the seniors enjoy the programs sponsored by the YMCA and that there is a vast availability of activities to be involved in.

OLD BUSINESS: None.

NEW BUSINESS: None.

CORRESPONDENCE: None.

RESOLUTIONS:

Commissioner Poole moved for a Consent Agenda for:

- 15-22-7-1: Resolution Requesting Approval of the Payment of Invoices for the period June 25, 2015 to July 22, 2015.
- 15-22-7-2: Resolution Authorizing the Award of a contract to American Architectural Window & Door, Inc. of Sparta, NJ for the Replacement of Windows at the 2 Weaver Street Development in an amount not to exceed \$ 286,167.00.
- 15-22-7-3: Resolution Authorizing a Salary Increase for the Executive Director.
- 15-22-7-4: Resolution Authorizing Official Travel to and from Atlantic City, NJ by the Executive Director and One Staff Person to attend the NJAHRA 2015 Annual Conference and Trade Show on September 27-29, 2015.

Commissioner Spurr seconded the Consent Agenda.

Upon roll call on the Consent Agenda, all members voted in the affirmative and the resolutions were approved unanimously.

EXECUTIVE SESSION: None.

COMMON COUNCIL LIAISON: No Report.

There being no further business before the Board, Commissioners Zimmermann and White moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 7:55 p.m.

UPCOMING SUMMIT HOUSING AUTHORITY MEETING DATES & TIMES

Next Meeting

WEDNESDAY, September 23, 2015

Janet Whitman Room – Summit City Hall

Summit, NJ 07901 - 7:00 PM

NO AUGUST MEETING

Respectfully submitted,
Joseph M. Billy, Jr., Executive Director